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63-0127

16 September 1963

MEMORANDUM FOR: Cable Secretariat

SUBJECT : The UGF and PSAS Campaign

1. The UGF and PSAS Campaign will be in full swing shortly. The time schedule is as follows:

18 September 1963 -- Names of Agency Office Chairmen and Keymen submitted to Fund Drive Coordinator, Room 1D1606.

26 September 1963 -- CIA Keymen's Rally in Auditorium at Headquarters, 2:00 p.m.

27 September 1963 -- Distribution of "DCI Memorandum to All Employees". Distribution of promotional material to Keymen.

10 October 1963 -- Deadline for the submission of Office Chairmen's first reports to Fund Drive Coordinator. Reports to be made weekly thereafter.

31 October 1963 -- End of the Campaign.

2. There will be a meeting in 7D59 at 2:00 p.m. on 18 September which your Office Chairman should attend. He should bring with him the names of the Keymen (along with their room and telephone number) who will assist him in the Campaign.

3. Please have your office notify [redacted] on extension [redacted] before the 2:00 meeting on 18 September as to the name of your Office Chairman.

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/s/

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